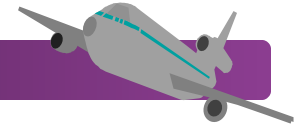


Defense Travel System



Defense Travel Administration (DTA)

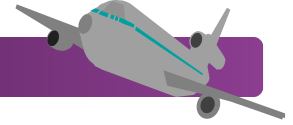
Overview

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Project Management Office - Defense Travel System



What is the DTA?

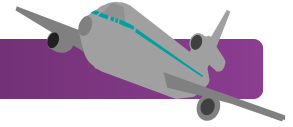


- ✓ **“Administration” not “Administrator”**
- ✓ **Current Command Functions**
- ✓ **Future Command Functions**





Roles and Responsibilities



★ **DTA manages travel at the organizational level**

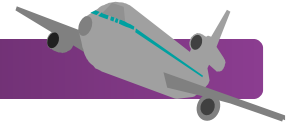


Responsibilities include:

- ① **Input and maintain personal profiles for the organization**
 - Initial load
 - Financial information
- ② **Establish, review, and update the organization's checkbook**
- **Retrieve data, generate reports, or review reports from the CUI/MIS or the Archive/MIS**



Roles and Responsibilities

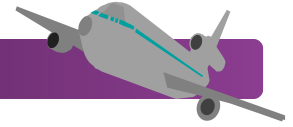


- 4 Install and remove the Defense Travel System client software**
- Protection of Privacy Act Data**
- Organization's POC for reporting/correcting problems - "Help Desk"**
- 7 Quality assurance evaluation**
- 8 Communication campaign focal point**





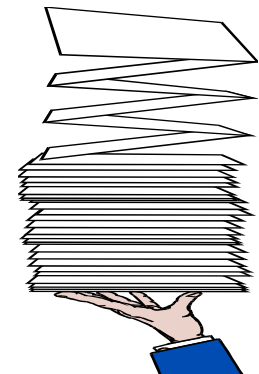
DTA and Public Key Infrastructure (PKI)



- ✓ **Designate personnel from the organization eligible for certificates**

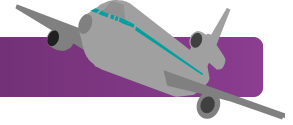


- ✓ **Provide a list of travelers and AOs to the PKI Certification Authority**





Choosing DTAs



✓ Personnel Data

- Travelers and AO identification
(includes organizational information)
- Relationship between AOs and travelers



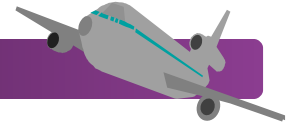
✓ Financial Data

- Checkbooks and balances
- Link checkbooks with lines of accounting
- Link checkbooks with AOs





Choosing DTAs



- ✓ **Information Technology**
 - **Knowledge of automated system**
 - **Capability to download data and generate/review reports**



- ✓ **Digital Signature Certificate**
 - **List of travelers and AOs**
 - **Forward for PKI signature**

